



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert	Maintenance Aide (Seasonal)	549-954-0987-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Maintenance Aide (Seasonal)	R12
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mount San Jacinto State Park	Mount San Jacinto State Park	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		District Maintenance Chief
POSITION DESCRIPTION		
<p>Reporting location of this position is Mt. San Jacinto State Park Ranger Station, 25905 Highway 243 Idyllwild, CA 92549. The Maintenance Aide will work under the general supervision of the District Maintenance Chief, and under the guidance of the Supervising Ranger, Operational Liaison, and the Park Maintenance Worker I. The Maintenance Aide is assigned to the maintenance department of Mt. San Jacinto State Park and shall perform various housekeeping and maintenance tasks necessary to ensure public health and safety standards are maintained. This includes the facilities at two campgrounds (Idyllwild and Stone Creek) totaling over 80 camp sites. The Maintenance Aide will perform the routine duties dressed in a full California State Parks uniform and adhere to the grooming standards of the Department. The uniform will be purchased by the Maintenance Aide and will be clean and in good condition at the start of each workday.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
45% Facility Housekeeping	Tasks included but are not limited to pick up litter, emptying charcoal and wood ashes from fire rings and barbecues, grounds keeping, weed abatement, clearing culverts, cleaning public use facilities including campsites, drinking fountains, showers, restrooms, vault toilets, clean and, maintain restroom supply areas keeping the, stocked with toilet paper and cleaning supplies. Fill in the daily log kept in the supply areas.	
30% Facility Maintenance	Assignments may be to assist permanent maintenance employees with plumbing repairs, electrical repairs, carpentry, painting, and other maintenance preventative projects. Maintain and operate various power tools, hand tools, and light vehicles, collection and separating of recyclables, washing, and cleaning and care of equipment.	
20% Visitor Contact	The Maintenance Aide working within the public use areas is expected to provide exceptional customer service and if requested, information related to the publics' use of park facilities, including rules and regulations and report any problems to the Supervising Ranger.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
<p>Work involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in the summertime and near freezing in winter months), dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Outdoor work is common. Typical work activities involve frequent and prolonged periods of standing, walking, bending, and stooping. Must be able to push/pull/lift up to 50 pounds.</p>		
SPECIAL REQUIREMENTS:		



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Must be self-motivated and work well alone as well as with others. Must possess and maintain a valid California driver's license and maintain a good driving record. Must be able to pass a criminal background check.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE